US Department of Education
Federal Student Aid
FSA Integration Partner

eZ-Audit Categorical eProject Document List
Task Order #116
Deliverable #116.5.3

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Version 1.0

Final

11/16/2003

Revision History

Date	Version	Description	Author
10/28/2003	1.0	Initial version created for delivery to FSA.	Seth Sinclair

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1. INTRODUCTION

The purpose of this document is to provide FSA with an organized, categorical listing of all critical eZ-Audit system documentation. The document provides a description and location for each critical item identified.

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2. CATEGORICAL DOCUMENT LIST

2.1 eZ-Audit Deliverables

This section lists all contractually agreed-to project deliverables signed-off on to date. Deliverable content is as of the "Delivery Date."

Doc Name	Description	Delivery Date	Location
86.1.1 Vision Document	This document provides a plan for project execution, including schedule, communication plans and identification of key stakeholders, key meetings, decision points and milestones. The deliverable also includes materials for project kick-off used to brief the appropriate stakeholders and user community, on the goals and scope of the project.	02/06/02	Documents\ Deliverables
86.1.2 Requirements Document	This document establishes a basis of agreement between FSA and the Modernization Partner for the functionality provided in Release 1.0 of the eZ-Audit application. The requirements provide a baseline for validation and verification of the product being delivered.	03/20/02	Documents\ Deliverables
86.1.3 Preliminary Design	This document defines and describes the intended application implementation approach. This includes: - High-level Storyboard and Design Concept - Content Page Layouts - Web Site Blueprint	05/15/02	Documents\ Deliverables
86.1.4 Functional Design Initial Delivery	This document defines the user interaction and user experience with the application. The Functional Design describes the look-and-feel as well as the inputs and results a user will experience during use of the application. This deliverable contains the following components: - Use Cases (Current as of Delivery Date) - Functional Page Layouts - Functional Process Flow Diagrams	07/17/02	Documents\ Deliverables
86.2.1 Functional Design – Use Case Resubmission	This deliverable followed 86.1.4 with revised versions of the eZ-Audit Use Cases.	08/14/02	Documents\ Deliverables

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Doc Name	Description	Delivery Date	Location
86.2.2 Detailed Technical Design	This document defines the details for development and test of the delivered application code. The Detailed Technical Design contains specific information about the functionality included in the system and describes, in detail, the technical specifics of the system. The Detailed Design document will provide enough information for the solution to be developed and includes the following components: - System Prototype - Master Test Plan - Detailed Test Plan	09/30/02	Documents\ Deliverables
116.1.1 Application (Code) – Progress Checkpoint and Demonstration	The Application (Code) progress checkpoint consists of a system demonstration of the school data entry submission screens of the eZ-Audit application. The demonstration includes: - Institution (School) Home Page - Creation of Annual Submission - Change in FY End	11/12/02	Documents\ Deliverables
116.1.2 Application (Code) Delivery	The code delivery consists of software developed by the Integration Partner using the FSA accepted Requirements and Detailed Technical Design documentation. The code delivery includes: - Unit-Tested Application Code - Assembly-Tested Application Code - System Test Scripts	12/20/02	Documents\ Deliverables
116.1.3 Application Test Results	The test results consists of both system test outcomes, as executed by the Integration partner, as well as user acceptance test results as executed by FSA staff with the support of the Integration Partner. This includes - - System Test Report - User Acceptance Test Results	02/28/03	Documents\ Deliverables
116.1.4 Application Deployment	In preparation for moving the eZ-Audit application to production, the Integration Partner provided: - PRR Presentation Materials and System Documentation - Memorandums of Understanding (MOUs, define services to be provided, the scope of work, operational interfaces reporting frequencies, and targeted issue response times) - Transition to Support Plan - System Readiness and Activation	03/28/03	Documents\ Deliverables

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Doc Name	Description	Delivery Date	Location
116.2.1 Communications, Training, and Workforce Realignment Support	The Integration Partner developed a Communications strategy and plan, providing guidance in the development of all communication materials, including the following: - Communication Plan - Training Approach - EAFS Workforce Realignment Plan	03/28/03	Documents\ Deliverables
116.3.1 Production Stabilization Performance Report – April/May	The Production Stabilization Performance Report provides status on System Availability, SIR identification and resolution, CCB actions, and VDC related operations issues and outcomes during the initial stabilization period.	05/23/03	Documents\ Deliverables
116.3.2a-c Peak Cycle Processing Performance Reports - June – August	The Peak Cycle Processing Performance Report deliverables provides status on System Availability, SIR identification and resolution, CCB actions, and VDC related operations issues and outcomes during the period of peak school annual submissions. There are separate reports for June, July, and August.	06/30/03	Documents\ Deliverables
116.5.1 eZ-Audit Transition to Operations Plan	The Transition to Operations Plan defines the activities to be undertaken to help ensure a smooth transition FSA's selected Operating Partner.	09/12/03	Documents\ Deliverables
116.5.2 eZ-Audit Application Support Manual	The Application Support Manual includes the following: description of roles and responsibilities required to manage the application; explanation of System Investigation Request (SIR) tracking and defection correction process; definition of application maintenance processes; schedule and contact persons for application maintenance processes; description of system requirements tracking and management process; outline of status reporting recommendations; and description of all tools used to support system operations.	09/30/03	Documents\ Deliverables

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2.2 Other Critical Documents

This section identifies other critical project documents that are maintained in addition to or outside of specific project deliverables.

Doc Name	Description	Location
eZ-Audit Use Cases	The Use Cases Provide a detailed explanation of user actions and system reactions for each module or area of functionality in the eZ-Audit application. Use Cases are the basis for describing how the application works from a functional perspective.	Document\Current Use Cases/Test Scripts
Test Scripts	Test Scripts are detailed instructions designed to guide a tester through a scenario of actions and expected responses. Test scripts are used to verify that the application is functioning correctly after new functionality is added or a defect is corrected.	Document\Current Use Cases/Test Scripts
Status Reports	The Stabilization/Operations team provides Bi-Weekly Status Reports to document SIR and Enhancement Implementation Status.	Documents\Status Reports

3 EPROJECT FOLDER STRUCTURE

The following screenshot from eProject shows the folder structure where the critical system documents referenced above are located.

3.1 eProject Structure Illustration